College/Division Administrator Meeting
Zoom
March 11, 2021 - 9 AM to 11 AM

Minutes

Karin Livingston, Associate VC/VP Finance
- Information request for the Budget
  - For the FY2022 budget, we are requesting a 3 year history of budget to actual inflows and outflows for cost centers in fund groups 1 through 4, using NA cost centers, presented by major budget categories and funding sources.
  - Funding sources include:
    - State Appropriations include HEAF and NRUF but excludes self-generated revenues (Statutory Tuition and Premium Tuition)
    - Tuition and Fees excludes Mandatory Fees classified as Auxiliary activities but includes self generated state fund revenues (Statutory Tuition and Premium Tuition)
    - Auxiliary includes Mandatory Fees classified as Auxiliary activities, so is all fund group 3.
    - Other Operating is everything else in fund group 2
    - Gifts are all fund group 5
  - Major budget categories were selected to be easily extracted from the Data Warehouse or Tableau.
    - Salary and Wages and Fringe Benefits should be combined on the Salary/Wages lines
    - We are adding Cost of Goods Sold as that has turned out to be a major category.
    - If you do not earn the revenue, do not include the revenue in your source. We will pull institutional revenues centrally so the total of all schedules balances.
    - System Service Charge funds go in Other Operating.
  - Each division is required to prepare this report. The Office of the Provost's Business Services is managing the report for all Colleges.
  - We are aware that each division has unique activities. If you have questions on preparing the report, please contact Karin Livingston or Barbara Duarte.

Linelle Clark, Director HUB Operations
Robert Adkins, Director Purchasing
- Procurement options and HUB goals - HUB Operations and Purchasing Department are here to conduct all purchasing activities in a manner that ensures that each purchase of goods or services, that provides the 'best value' to the university and offer HUB participation opportunities. UH is committed to a good faith effort to increase purchases from and contract awards to HUB firms consistent with the State of Texas goals for HUB participation and overall economic development. The State of Texas and State Agencies provide numerous contract opportunities via state contract sources that mitigate the time associated with the formal RFP processes. The State contracts include, but are not limited to TxSmartBuy Statewide Contracts; Texas Multiple Award Schedule Program (TXMAS); Department of Information Resources (DIR) and UT Supply Chain Alliance (UH is an Alliance member to UT Supply Chain). HUB vendors are in several of these state contracts. For example, Possible Missions provides Fischer Scientific products; Summus Industries provides chemical laboratory equipment's, computer hardware and peripherals, SHI Government Solutions provides HP and Apple products. Additional information available at

https://uh.edu/office-of-finance/purchasing/faculty-staff-resources/cooperatives/. Please contact Purchasing and HUB staff early in your procurement planning for assistance "We Ready, Willing & Able to Serve"

- HUB Vendor Fair (April 2021) – Additional HUB events information available at https://uh.edu/office-of-finance/hub/events/
- See attached presentation materials.

Pam Muscarello, Director Accounts Payable

- UHS Amazon Business Program Status Update
  - o Due to the winter storm, implementation timeline moved to end of March or early April.
  - o Only P-card cardholders will have access to Amazon Business Prime.
  - o Purchasers are referred to as 'Requisitioners'.
  - o Single Sign-On is being set up with assistance from IT. The email address being used is @cougarnet.uh.edu.
  - o Accounts Payable Pcard website will be updated with Amazon Business Prime pertinent information such as User Registration Guide, FAQs, etc.,
  - o In the User Registration Guide, there are four scenarios based on whether the user has a conflicting individual or business account on the email address. Since @cougarnet.uh.edu email address is being used, the only applicable scenario should be 1-Email address is new to Amazon.
  - o UH Cardholders who have university-purchased Amazon Prime accounts, even on a different email address, can cancel their individual prime membership for a refund back to their Pcard.
  - o Since the setup is being worked on, we can't take new user requests until we launch the program. Announcement of the launch date will be sent to Pcard holders via listserv. An invitation will be sent to the cardholders to their @cougarnet.uh.edu email byAmazon.

- PaymentWorks Clarifications: Vendor Invoice Processing
  - o Please ensure that departments/units do not request vendors (payees) to upload their invoices into Payment Works. Accounts Payable have received calls on this subject matter. Vendors (payees) <u>must</u> provide invoices to the respective departments/units in a manner agreed upon as in the past. PaymentWorks does <u>not</u> have the option to transmit invoices from payees to UHS.
  - o We have submitted a CR to PaymentWorks, which is in testing now. This CR will:
    - Remove most of the items on the Vendor Supplemental Form and put them into the electronic form itself.
    - Adjust some verbiage to provide more clarity to the vendors as to what is needed.
    - Remove several sections that are not necessary at the vendor setup stage, including visa information for foreign nationals who are working in the US, 1099 payment information, COI information, PO information, diversity information, and insurance information.
  - o Once we launch the update, vendors will see a much more streamlined electronic form in Payment Works with pertinent questions that is need for the setup.

Other key items from the group

  - o South Coast Printing vs. South Coast Promotions are two different companies. South Coast Promotions was created by a former employee of South Coast Printing.
  - o Surplus Property and Warehouse Procedures https://uh.edu/office-of-finance/accounting-services/property-management/surplus-property-and-warehouse/
  - o Surplus Property transfer procedures attached.